

we put faith in the future

amideast
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Prepared by: Mr. Hossam Shokry

Business communication skills

Asking for personal information
Giving a presentation about a colleague
Discussing networking sites
Fluency Discussing ideas for ethical start-ups

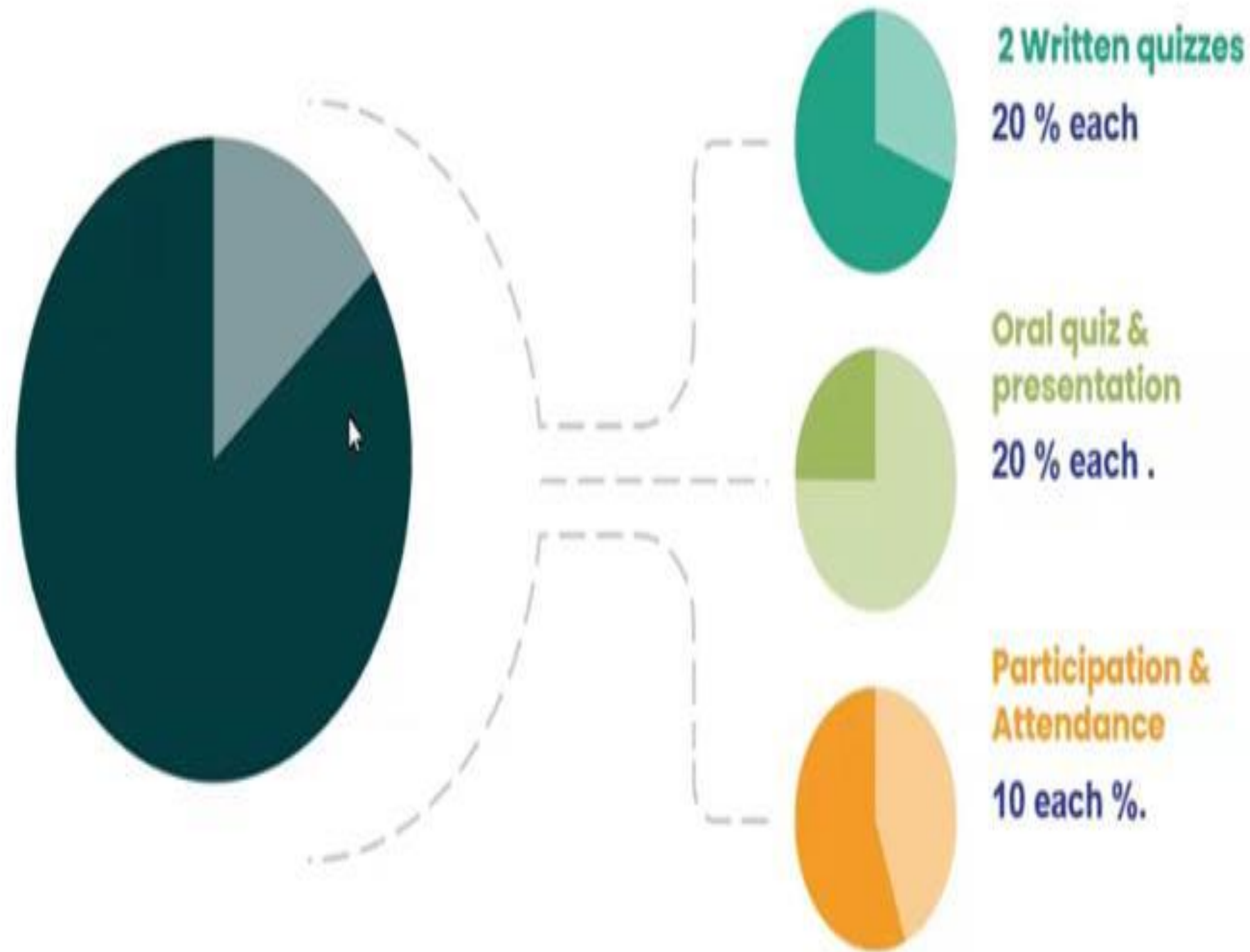
Reading
Article about a professional networking site
Listening
Introductions at a training course
Company profile: Innocent

Phrase bank Describing your work
Vocabulary Companies and the Internet, Jobs
Grammar Present Simple, Present Continuous

Ice breaker

Ice breaker - Spin the wheel
(wordwall.net)

ASSESSMENT



“Introductions”

How Important is networking for your job?

Which one do you like “Networking” or “socializing” ?



Vocabulary

- 1** Match the words (a–j) to their definitions (1–10).
- | | |
|------------------------------|---|
| a online services | 1 information and methods of communication that you access on the Internet |
| b quality control | 2 part of a company that is responsible for employing and training people and caring for workers with problems |
| c retail chain | 3 a concentrated effort to promote a product |
| d HR department | 4 checks to make sure products and services are of a high standard |
| e campaign | 5 finding out what people think about products and services |
| f financial director | 6 the department of a company that sells and advertises its products or services |
| g sales and promotion | 7 a group of businesses that all belong to the same person or company |
| h management training | 8 the process of finding people to join a company |
| i market research | 9 courses that teach the skills needed to lead people |
| j recruitment | 10 person responsible for controlling costs and the company's budget |

a **b** **c** **d** **e** **f** **g** **h** **i** **j**

Answer Key


1

a 1 b 4 c 7 d 2 e 3 f 10 g 6 h 9
i 5 j 8



Listening

3  **1.01** Listen to the start of the first session in a communications training course. Which words in 1 are mentioned?

4  **1.01** Listen again and complete the chart below.

	From	Job	Lives
Jan Werner	Norway		
Silvia Fortuni		Regional director of Marketing	
Jean-Christophe Marchal			

5  **1.01** Complete the sentences. Then listen again and check your answers.

- a** My name is Jan Werner. I _____ Metronet Fibre. Our _____ is fibre optics.
- b** Our headquarters are in Prague. That's where _____. At the moment, though ...
- c** My role _____ to sales and promotion.
- d** I work _____ our headquarters in Barcelona.
- e** I'm _____ for our campaigns in the European area.
- f** I'm _____ at PPTT Services in Paris.
- g** My _____ is in new technologies.
- h** I'm _____ quite a large team.

Answer key

3

- d** HR department
- h** management training
- c** retail chain
- g** sales and promotion
- e** campaign
- a** online services

4

	From	Job	Home
Jan Werner	Norway	Director of Communications	Czech Republic (Prague)
Silvia Fortuni	Spain (Barcelona)	Regional Director of Marketing	Spain (Barcelona)
Jean-Christophe Marchal	Belgium	Commercial Director	France (Paris)

5

- a** name is; work for; main business
- b** I'm based
- c** is related
- d** out of
- e** responsible
- f** Commercial Director
- g** background
- h** in charge of



What is Work the Net?

Work the Net is a popular online networking tool that connects business professionals all over the world. Founded in 2004, Work the Net has become an essential resource for anyone looking for their dream job.

Connections

The business world is all about connections and, thanks to an ever-growing database of high-profile companies and recruiters, Work the Net can help you make the first contact with your ideal employer. Work the Net also collaborates with other social media platforms, allowing you to maximize your job-seeking potential.



Jean-Christophe Marchal

Paris, France

MARKETING AND ADVERTISING
Commercial Director, PPTT Services

Overview

Commercial Director responsible for promoting and pitching new online products and services for major public companies in the Paris area.

Work history

Marketing Director at Thomson Europe
Export Area Manager at Thomson France
Business Manager at Berlusconi Group

Languages

- French (native proficiency)
- Italian (native proficiency)
- English (professional proficiency)

Moving forward

Work the Net understands the ever-changing nature of the business world, and the importance of developing links with key contacts as your career progresses. It's time to be proactive and take control of your career, but you don't have to do it alone. Let Work the Net be your guide!

1 Work with a partner and discuss the questions. Then read the text to see if you are correct.


a How many different ways can you think of to find a job?

b Look at the photo and title below. What is Work the Net?

c Who do you think uses Work the Net?

d What information do you think you can find on Work the Net?

2 Find words and phrases in the text which mean the following.

a People who work in the business world 

b Something which is very important _____

c A large amount of information which is stored on a computer _____

d People who you know who can help you with work _____

e Taking action and making changes before a possible problem develops _____

Answer Key



Networking

1

- a** Students' own answers
- b** It is a popular online networking tool that connects business professionals all over the world
- c** Professional people
- d** Information about companies and recruiters

2

- a** professionals
- b** essential
- c** database
- d** key contacts
- e** being proactive

Speaking

8 Work in groups and talk about training courses. Do you ever go on training courses? What kind of courses have you attended? Do you think they are useful?



Break time

30 minutes



Story time

I go to the gym everyday.
sub+ verb"bare inf"

He goes to the gym everyday.
sub+ verb" s-es-ies"

Does he go to the gym ?
Does + "he-she-it" sub+
verb"bare inf"?

Do you go to the gym ?
Do+ "I-You-we-they" sub+
verb"bare inf"



What're the differences?

He sits on the floor.

He washes his face.

Spelling rules with he, she, and it

Add -s to the base form of most verbs.

works likes plays calls

Add -es to verbs that end in -s, -sh, -ch, or -x.

washes watches relaxes

She cries everyday.

Practice

- 1 She home from work after 7:00. (come)
- 2 He his hair every morning. (wash)
- 3 In the afternoon, she in the park. (relax)
- 4 On Tuesdays, he to school at 9:00. (go)
- 5 He the laundry in the evening. (not / do)
- 6 After dinner, she TV for a few hours. (watch)
- 7 He eight cousins, two nephews, and one niece. (have)
- 8 My brother-in-law things really well. (fix)
- 9 Does your niece her teeth twice a day? (brush)
- 10 Jason after 9:00 P.M. (not / study)

Practice

Write yes / no questions.

- 1 **A:** ... *Does your sister live* near you?
B: No, she doesn't. She lives in another city.
- 2 **A:** drink coffee?
B: No, he doesn't. My brother drinks tea.
- 3 **A:** children?
B: No. We don't have any yet.
- 4 **A:** in Mexico?
B: No. My in-laws live in Chile.
- 5 **A:** English?
B: Yes, she does. My niece speaks it well.
- 6 **A:** work here?
B: Yes, they do. My cousins work downstairs.
- 7 **A:** early?
B: No. The bookstore opens late.

What is your daily routine ?

Who has an active routine ?